

KANSAS CITY, MO. POLICE DEPARTMENT  <b>PERSONNEL POLICY</b>		DATE OF ISSUE <b>11-28-00</b>	EFFECTIVE DATE <b>12-13-00</b>	NO. <b>240-3</b>
SUBJECT <b>Policy Series 200: Employment Guidelines 240 - Summer Employment Program</b>				AMENDS
REFERENCE		RESCINDS Policy 240-2		

## **I. INTRODUCTION**

The summer employment program provides an opportunity for department elements to secure temporary personnel during the summer months.

## **II. ADMINISTRATIVE REQUIREMENTS**

- A. The summer employment pool will consist of a pre-determined number of temporary positions to be established annually by the Chief of Police.
- B. An applicant for summer employment must be at least 17 years of age, graduated from high school and currently enrolled in a college or university.
- C. The summer employee:
  - \* 1. Regardless of assignment, will be compensated at a salary one dollar above the minimum hourly wage as established by state and federal law.
  - 2. Will not receive benefits, but all other relevant department policies and directives will apply.
  - 3. Will not be scheduled to work on a holiday and will not be paid for the day.
  - 4. Assignments will be made for eight hours a day, five days a week, for the summer period.
  - 5. Will normally not be required to work in excess of an eight hour day. However, when required to do so, the employee will receive paid overtime at a rate of one and one-half times per hour for hours worked over the eight hours.
  - 6. Will not qualify for military leave.
- D. An applicant's preference of assignment will be honored if possible, but the final decision will be made by the Human Resources Division Manager.
- E. Application to Full-Time Employment
 

Appointment to a full-time position may be made following procedures for application to regular civilian status.
- F. Summer employees are subject to the following:

1. F.I.C.A. (Social Security).
2. Workers' Compensation (Injury Days).
3. Unemployment Compensation

### III. Procedure

An element commander or supervisor requesting a summer employee must submit a memorandum through the chain of command indicating the unit, hours, and duration of assignment. A brief description of the work, and any special background or education requirements should also be included. The request should be submitted to the Employment Unit Commander by March 15th.

Richard D. Easley  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day  
of \_\_\_\_\_ 2000.

Dennis C. Eckold  
President